

Custodian Change Asset Handover Form

Key Information Blocks

Document Number:

CH-2024-0587

Date of Handover:

2024-06-10

Department:

Information Technology

Current Custodian Name:

Jane Smith

New Custodian Name:

Alex Johnson

Type of Asset:

Laptop Computer

Asset ID / Serial Number:

LPT-7632-SN4438A

Location:

HQ - 3rd Floor Office

Condition of Asset:

Good

Remarks:

No visible damage, accessories included.

Signatures

Current Custodian:

_____ Date: _____

New Custodian:

_____ Date: _____

Witness / Supervisor:

_____ Date: _____

Important Notes

- Ensure all asset details are accurate before signing the form.
- Both the current and new custodians must sign for accountability.
- This form serves as an official record of the asset transfer.
- Any discrepancies or damages must be documented in the remarks section.
- Keep a copy of the completed form for audit and compliance purposes.

